



# Commission Policy

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Authority: Statute:  Resolution: 90-055-6(17) a-n, 88-073-5, 00-028-2, 00-222-12, 02-136-7	Date Issued: 10/25/79  Date Revised: 7/22/02

All purchases, including procurement of professional services and construction contracts, shall be made or authorized by the Procurement Department in a cost efficient professional manner in accordance with accepted governmental purchasing practice and procedure. The Procurement Department shall consider the needs of the requesting department in making the procurement.

Procurement practices and cost saving techniques shall be employed that will provide for active solicitation and continuing evaluation of competitive bidding consistent with governing state law.

It shall be the policy of the Milwaukee Metropolitan Sewerage District to ensure that all procurement activity, including the procurement of professional services and construction contracts, includes the solicitation of disadvantaged businesses such that disadvantaged businesses are allowed the maximum feasible opportunity to compete on all District contracts, regardless of the source of funding. The Executive Director shall ensure that disadvantaged businesses are afforded maximum feasible business opportunities with the District and that good faith efforts are undertaken to use these firms. Such opportunities and good faith efforts undertaken shall be documented as an integral part of normal business activity. In addition, this policy shall be implemented when soliciting vendors or contractors using any and all procurement methods. Specifications shall be developed that will reasonably assure maximum participation of disadvantaged businesses and an optimum balance between the quality of goods and services to be procured proportionate to the price paid. The award of bids to vendors or contractors shall take into consideration the extent of disadvantaged business involvement to complete the contract.

To that end, moreover, the Executive Director is empowered and directed, as the Executive Director deems necessary, to create and amend contract documents that provide adequate notice of these requirements to bidders and proposers; to encourage and inform small, women's and minority business enterprises as to contracting opportunities; to make administration of this policy a standard against which evaluation of job performance will occur for all staff who must deal with bidders, proposers, and successful contractors in the course of executing their contractual obligations regarding implementation of small, women's and minority business enterprises; to develop and implement administrative policies consistent with Commission policy; and to otherwise encourage conformance with this policy.

Disadvantaged businesses shall consist of small (SBE), minority (MBE), and women (WBE) business enterprises, as defined in administrative policies intended to implement this policy. This policy's goals related to disadvantaged business involvement shall be achieved through the utilization of those firms



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certified through certification or registration programs of the state or those counties in which the District is located or the certification program of any other public or private certification agency that meets the requirements outlined in the applicable administrative policies. Any disadvantaged business that has professed an interest in contracting with the District shall be encouraged to apply for certification or registration as appropriate.

For purchases under \$20,000 for which competitive bidding is not required by statute, the Executive Director shall on an equitable basis solicit quotations from disadvantaged businesses in order to encourage the development and growth of these firms.

The Executive Director shall report regularly on purchasing activities, detailing information on the competitive nature of the District purchasing efforts and the distribution of the District's purchasing dollars, including comparative data on the utilization of disadvantaged businesses.

On an annual basis, the Executive Director shall recommend participation goals for disadvantaged businesses based on the prior year's participation percentages, availability of such firms, and any other relevant information available.

The Executive Director is directed to develop Administrative Policy and Administrative Procedures to implement the spirit and intent of this policy.